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ABSTRACT

Objectives of the Department of Labor grants program, program activities, the scope of the program, and the National Occupational Information Service (NOIS), being established in the Manpower Administration, are briefly described. All but three pages consist of Department of Labor announcements of vacancies in NOIS in 1974. (NH)

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ED 097492

U.S. DEPARTMENT OF LABOR GRANTS PROGRAM FOR OCCUPATIONAL INFORMATION SYSTEMS

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AUG 0 2 1974

Introduction

By means of a program of grants to states and local areas, the Department of Labor will encourage the development and extension of systems which provide occupational information to persons who are in the process of career exploration and decision-making, especially students and out-of-school youth.

This initiative addresses the problem that most young people enter the labor force with minimal and oftentimes erroneous information about the world of work. Occupational information which is available tends not to be assembled for ready use in schools and social service agencies. This information frequently has no relevance to the particular local situation and is often out-of-date and incomplete.

Objectives of the Program

Department of Labor grants will support efforts to compile, appraise, and disseminate existing occupational information to a wide range of potential users. The program will aid people in the process by which they choose jobs and careers by providing them with current, accurate, and locally relevant occupational information. Specific objectives are as follows:

1. To help students and others learn about and understand the range of career opportunities presently available and that are likely to be available in the future.
2. To help entrants into the labor force become aware of occupations which they would find acceptable and personally satisfying.

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3. To encourage persons in the process of career exploration and decision-making to seek out vocational information on their own.
4. To increase awareness of major sources of occupational information for acquiring knowledge of occupations and training.

Program Activities

1. Establishment of an occupational information system staff within states or areas receiving grants composed of a director, experts in the field of information development and user services.
2. Establishment of a policy making board or consortium made up of representatives of key institutions representing both the users and producers of occupational information.
3. Compilation and appraisal of existing occupational information from a wide variety of sources for a wide range of potential users.
4. Adoption of a delivery system to disseminate occupational information to persons in the process of career exploration and decision-making.
5. Provision of services to schools, manpower agencies and other organizations using the system.
6. Provision of adequate training for both the Occupational Information System and user agency staffs.

Scope of Program

Eight to ten grants to establish occupational information systems will be made during FY 1975. The average grant will be approximately $300,000; the size of the grant will depend on the size of the state's (or other grantee's) labor force, the complexity of its occupational structure, the number of local areas served, and other factors. Grantees will be selected primarily on the degree to which they propose to meet program

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objectives, standards, and guidelines with regard to information development, information delivery, and organizational structure. An effort will be made also to assure representation from states of different sizes, and from different geographical regions.

Funding will continue in these states over a period of 3-4 years. The Federal share for information development costs will gradually decline as the program becomes self-supporting. State and local governments and the user agencies themselves will be expected to make arrangements to bear information delivery or hardware costs from the outset.

National Occupational Information Service

A national office to administer this grants program is being established in the Manpower Administration. It will provide technical assistance and training to grantees and others in the development, maintenance, and improvement of occupational information systems, and a clearinghouse for organizations and individuals wanting to know about current national, state, and local efforts to develop and disseminate occupational information. It will also sponsor Training Institutes for Occupational Information Development and Utilization to provide high level instruction to occupational information specialists who serve state/local occupational information systems, school districts, and manpower organizations.

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1. Position Title & Grade (CAPO 74-49)	2. Distribution	3. Issue Date
Manpower Development Officer, GS-142-15	Nationwide	08-01-74

4. Principal Work Assignments Serves as Director of the National Occupation Information Service (NOIS), which is responsible for an occupational information grants program and
a. fostering competence in State and local occupational information systems through technical assistance and training. Administers the activities of NOIS including
b. budgeting, staffing, and other required administrative duties.
Plans for and develops programs and policies of the NOIS. Directs a staff of
c. approximately 16 professional and clerical workers.
d. Responsible for interagency negotiations and agreements to develop occupational information systems.
e. Responsible for public relations concerning the NOIS.
f.

5. Minimum Qualification Requirements Three years of specialized experience in developing, administering, analyzing or advising on various factors affecting manpower problems, employment or employability; and/or experience in working with community groups or in developing or administering a program for the purpose of increasing employability of the disadvantaged; and/or experience comparable to above in its use of knowledges pertinent to the development of manpower. Plus three years of progressively responsible experience of a professional, administrative or technical nature in industrial relations or in work requiring knowledges drawing heavily on the social sciences. One year of specialized experience must have been at the GS-14 level or equivalent. Education may be substituted for some of the experience requirements.

6. Where to obtain Additional Information	7. Send Application (DL Form 1-231 or SF 171), DL Form 1-83 and, if available, a copy of your current performance report to:
Mrs. Jean Dobbins (202) 376-6078	U.S. Department of Labor Manpower Administration Personnel Office 601 D Street, N.W., Room 3102 Washington, D.C. 20213

8. Location of Position

Manpower Administration, Office of the Assistant Secretary for Manpower, National Occupational Information Service, Washington, D.C.

9. Position Title, Grade and Announcement Number	10. Closing Date
Manpower Development Officer, GS-142-15 (CAPO 74-49)	08-30-74

DL Form 1-214 (Rev. 2-71)

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Knowledge of education, administration, guidance and counseling, and occupational information/career guidance system.

B. Interpersonal Relationships, Including Leadership

1. Demonstrated leadership ability.

2. Ability to establish rapport easily with project staff and high level personnel in Federal, State, and local Government Agencies.

C. Supervisory & Managerial Skills (For Supervisory Positions)
Ability to Plan & Organize (For Nonsupervisory Positions)

1. Ability to supervise a diverse professional staff.

2. Ability to plan for and develop program proposals and to effectively present proposals and recommendations to executive staff.

3. Ability to administer all program activities.

D. Communication Skills

1. Ability to express ideas and concepts effectively and concisely both orally and in writing.

2. Ability to listen objectively.

3. Public speaking ability.

12. Relative Importance of the Evaluation Factors

B in either A1 or A2; no lower than medium in all other factors

13. Rating and Selection. Rating and selection will be based on the quality of the candidate's background appropriate to this position, including the quality of his overall performance as indicated by his ability to accomplish assignments and the extent to which he has demonstrated the knowledges, skills, and abilities listed above.

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VACANCY ANNOUNCEMENT FOR POSITIONS IN THE LABOR LOCAL 12 BARGAINING UNIT

1. Position Title & Grade (MAPO 74-54)	2. Distribution	3. Issue Date
Supervisory Manpower Analyst GS-140-14	Nationwide	08-02-74

4. Principal Work Assignments As Chief of the Technical Assistance, Training and Evaluation Group of the National Occupational Information Service:

a. Directs a professional staff that provides technical assistance, training and evaluation to develop, maintain and improve State occupational information systems.
b. Develops a research program in the areas of occupational information and the use of systems for delivering information.
c. Makes recommendations to grantees to assist them in developing evaluation plans, instruments, and studies.
d. Coordinates NOIS occupational information activities with data producers in Federal, State, and local agencies.
e. Consults with, coordinates with, and advises high level policy and program managers in DOL whose assistance and activities have bearing on the proper execution and outcome of functions under his direction.
f.

5. Minimum Qualification Requirements Three years of specialized experience in work which requires studying, analyzing, and/or advising on the economic, social and/or psychological factors affecting manpower problems. The experience must have required a knowledge of one or more of the following: labor force dynamics; cultural, environment or sociological factors related to employment or employability; or the psysholgical aspects of employability. One year of specialized experience must have been at the GS-13 level or equivalent. In addition, one of the following is required; a bcehelor's degree which included at least 30 semester hours in the Social Sciences; OR 30 semester hours in the social sciences, plus additional experience which, combined with the course work, gives the applicant a knowledge of the social sciences comparable to that of a four-year college course; OR a graduatedegree in one of the social sciences.

6. Where to Obtain Additional Information	7. Send Application (DL Form 1-231 or SF 171), DL Form 1-83 and, if available a copy of your current performance report to:
Mrs. Jean Dobbins (202) 376-6078	U.S. Department of Labor Manpower Administration Office of Personnel 601 D Street, N.W. Room 3102 Washington, D.C. 20213

8. Location of Position Manpower Administration, Office of the Assistant Secretary for Manpower, National Occupational Information Service, Technical Assistance, Training and Evaluation Group, Washington, D.C.

9. Position Title, Grade, and Announcement Number	10. Closing Date
Supervisory Manpower Analyst, GS-140-14 (MAPO 74-54)	08-12-74

D/L Form 1-391

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	H	M	L
A. Occupational and Subject-Matter Knowledges & Skills			
1. Knowledge of development of occupational information and labor market information.	X		
2. Knowledge of Occupational/Career Counseling	X		
3. Knowledge of Research and Evaluation Methods	X		
4. Knowledge of Systems for disseminating occupational information.		X	
B. Person-to-Person Relationships, Including Leadership			
1. Demonstrated leadership ability	X		
2. Ability to establish rapport with project staff, academicians and personnel in Federal State and local government agencies.	X		
3.			
4.			
C. Ability to Plan & Organize			
1. Ability to supervise a diverse professional staff.	X		
2. Ability to plan program goals in areas of information development, user services and research and evaluation.	X		
3. Ability to plan training programs.		X	
4.			
D. Communication Skills			
1. Oral Communication Ability.	X		
2. Technical Writing Skills.	X		
3.			

12. Relative Importance of the Evaluation Factors. (The combination of "High", "Medium" and "Low" ratings on the above evaluation factors that will be considered "Highly Qualified" or alternative skill mixes that may constitute "Highly Qualified".)

High in any two of A1, A2 or A3; B1, B2, C1, C2, D1, D2. No lower than medium in other factors.

13. Rating and Selection. Rating and selection will be based on the quality of the candidate's background appropriate to this position, including the quality of his overall performance as indicated by his ability to accomplish assignments and the extent to which he has demonstrated the knowledges, skills, and abilities listed above.

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U.S. DEPARTMENT OF LABOR - An Equal Opportunity Employer -	VACANCY ANNOUNCEMENT FOR POSITIONS IN THE LABOR LOCAL 12 BARGAINING UNIT

1. Position Title & Grade	2. Distribution	3. Issue Date
Supervisory Program Analyst, GS-345-14 (MAPO 74-52)	Nationwide	08-02-74

4. Principal Work Assignments — As Chief of the Grants Group, National Occupational Information Service:

a. Initiates, plans, and supervises all activities concerned with administration of occupational information systems grants to States and local areas.

b. Directs staff of program analysts who provide technical and management assistance to grantees and monitor grants.

c. Initiates activities to develop instructions and procedures in such technical assistance areas as information development, delivery systems development, user services, and training of systems staff.

d. Consults and coordinates with and advises high level policy and program managers in Dept. of Labor whose activities have bearing on the proper outcome of functions under his direction.

e. Develops and maintains contact and negotiates with high level officials outside the Dept. of Labor whose cooperation is essential to the goals of the grants program.

5. Minimum Qualification Requirements

Three years of progressively responsible, professional experience in performing analyses, evaluations or other substantive determinations with regard to current or projected operating programs. At least one year of this experience must have been at the GS-13 level, or its equivalent. Plus, three years of general experience in administrative, professional, technical or other responsible work. Successfully completed study at an accredited college may be substituted for general experience at the rate of one year for nine months of experience.

6. Where to Obtain Additional Information	7. Send Application (DL Form 1-231 or SF 171), DL Form 1-83 and, if available a copy of your current performance report to:
Mrs. Jean Dobbins (202) 376-6078	U.S. Department of Labor Manpower Administration Personnel Office Room 3102, 601 D Street, NW Washington, D.C. 20213

8. Location of Position

Manpower Administration, Office of the Assistant Secretary for Manpower, National Occupational Information Service, Grants Group, Washington, D.C.

9. Position Title, Grade, and Announcement Number	10. Closing Date
Supervisory Program Analyst, GS-345-14 (MAPO 74-52)	08-12-74

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11. Evaluation Factors	Desired Rating		
	H	M	L
A. Occupational and Subject-Matter Knowledges and Skills			
1. Knowledge and experience in occupational information development and dissemination.	X		
2. Knowledge and experience in guidance and counseling and educational administration.	X		
3. Knowledge and experience in manpower statistics and information systems.		X	
4.			
B. Person-to-Person Relationships, Including Leadership			
1. Ability to work with people of varying backgrounds and occupational/professional status.	X		
2. Ability to listen to and understand problems of others.	X		
3. Ability to work effectively with small groups.	X		
4. Ability to recognize and optimally utilize unique talents of staff subordinates.	X		
C. Ability to Plan & Organize			
1. Ability to delegate responsibility and authority.	X		
2. Flexibility and creativity in approaching management/organizational problems.	X		
3.			
4.			
D. Communication Skills			
1. Ability to write clearly and concisely.	X		
2. Public speaking ability.		X	
3. Ability to convey enthusiasm in writing and speaking.		X	

12. Relative Importance of the Evaluation Factors. (The combination of "High", "Medium" and "Low" ratings on the above evaluation factors that will be considered "Highly Qualified" or alternative skill mixes that may constitute "Highly Qualified".)

High in A1 or A2; no lower than medium in other factors.

13. Rating and Selection. Rating and selection will be based on the quality of the candidate's background appropriate to this position, including the quality of his overall performance as indicated by his ability to accomplish assignments and the extent to which he has demonstrated the knowledges, skills, and abilities listed above.

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	Washington, D.C.	08-02-74

...ational information specialist" in the National ...Occupational Information Service. Acts as principal planner for ...development activities by developing procedures for identifying and ...data and studies for analysis and current occupational infor-...

...procedures for developing the content and format of information pro-...

...and social service agencies.

...ods for utilizing different types of staff in the research and ...

...ion of occupational information.

...ues to data processing operations on data analysis and ...used to obtain and transmit occupational data.

...ance on information development techniques to State occupational ...

...develops a training institute for occupational information ...development and utilization.

...Applicants must have three years of specialized experience in work which ...planning, supervising, and/or advising on the scope, content and/or ...of occupational information programs which has, or is expected to have, ...ment or employability. The experience must have provided knowledge of ...ance of the following: labor force dynamics, the cultural, environmental or sociological factors related to employability, or employment; or the psychological aspects of employability. One year of specialized experience must have been at the GS-12 level or equivalent. In addition, ...of the following is required: a bachelor's degree which included 30 semester hours in the social sciences; OR courses in an accredited college or university consisting of 30 semester hours in the social sciences, plus additional experience or education which, combined with the specific course work, will give the applicant a knowledge of the social sciences comparable to that of a four-year college course; OR a graduate degree in one of the social sciences.

6. Where to Obtain Additional Information Mary Frantzolis (202) 376-6018	7. Send Application (DL Form 1-231 or SF 171), DL Form 1-63 and, if available, copy of your current performance rating to: U.S. Department of Labor Manpower Administration Office of Personnel 601 D Street, N.W. Room 3102 Washington, D.C. 20213

8. Location of Position

Office of the Assistant Secretary for Manpower, National Occupational Information Service, Technical Assistance, Training and Evaluation Group, Washington, D.C.

9. Position Title, Grade, and Announcement Number Manpower Analyst, GS-140-13 (MAPO 74-50)	10. Closing Date 08-12-74

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1.			
2. [illegible]	X		
3. [illegible]	X		
4. [illegible]			
B. [illegible]			
1. [illegible]	X		
2. [illegible]	X		
3.			
4.			
C. Ability to Plan & Organize			
1. Ability to work [illegible]	X		
2.			
3.			
4.			
D. [illegible]			
1. [illegible]	X		
2. [illegible]		X	
3.			

12. Positive Importance of the Evaluation Factors. (The combination of "High", "Medium" and "Low" ratings on the evaluation factors that will be considered "Highly Qualified" or alternative skill mixes that may constitute "Highly Qualified".)

High in A1, A2, B1, B2, C1, and D1. No lower than Medium in other factors.

13. [illegible] selection. Terms and selection will be based on the quality of the candidate's [illegible] appropriate to the [illegible] quality of his overall performance as influenced by his ability to accomplish [illegible] and the extent [illegible] and the knowledges, skills, and abilities listed above.

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	7. Send Application (SF 171, OF 612, or Resume) to: [illegible] Room 3102 Washington, D.C. 20013
8. Announcement Number (CAPO 75-58) and Position Title, Grade(s) (1 Position) 0-1VI0-12/13	10. Closing Date 08-12-74

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	Desired Rating		
	H	M	L
A. Occupational and Subject-Matter Knowledges and Skills			
1. Knowledge of occupational or career guidance.	X		
2. Experience in giving workshops or in-service training to counselors.	X		
3. Knowledge of occupational information/career guidance systems including computerized and microfiche systems.	X		
4. Experience in the preparation of occupational information materials.		X	
B. Person-to-Person Relationships, Including Leadership			
1. Ability to work and deal effectively with State and local educational and manpower officials and counselors.	X		
2. Supervisory or management ability.		X	
3.			
4.			
C. Ability to Plan & Organize			
1. Ability to plan training programs.	X		
2. Ability to develop plans to coordinate the efforts of State Agencies, local school districts and community organizations.	X		
3.			
4.			
D. Communication Skills			
1. Good oral communication.	X		
2. Ability to write.		X	
3.			

12. Relative Importance of the Evaluation Factors. (The combination of "High", "Medium" and "Low" ratings on the above evaluation factors that will be considered "Highly Qualified" or alternative skill mixes that may constitute "Highly Qualified".)

High in any combination of 4 of the above 7 specified; no lower than medium in other factors.

13. Rating and Selection. Rating and selection will be based on the quality of the candidate's background appropriate to this position, including the quality of his overall performance as indicated by his ability to accomplish assignments and the extent to which he has demonstrated the knowledges, skills, and abilities listed above.

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VACANCY ANNOUNCEMENT FOR POSITIONS IN THE LABOR LOCAL 12 BARGAINING UNIT

1. Position Title & Grade (MAPO 74-57)	2. Duty Station	3. Closing Date
Social Science Research Analyst, CS-101-13	Washington, D.C.	08-02-74

4. Principal Work Assignments: As research and demonstration grants monitor in the National Occupational Information Service: Identifies potential research and demonstration areas that fit the needs of the Department's objectives and policies with respect to occupational information systems.

b. Solicits, reviews, negotiates, and structures research proposals including recommending competent researchers and project managers to undertake projects.

c. Monitors research and demonstration projects including grants, reviews and provides assistance to researchers in conducting their projects as required.

d. Summarizes research findings with respect to their policy implications and value for program needs.

e. Represents the National Occupational Information Service in inter- and intra-Departmental meetings where research and development activities are discussed.

f. _____

5. Minimum Qualification Requirements: Requires three years of specialized experience in advising on, administering, supervising or performing research, analysis or other professional and scientific work in one or any combination of the behavorial or social sciences. At least one year must have been at a level of difficulty comparable to the GS-12 level. Also requires three years of general experience in analysis, research or other professional work which has provided a knowledge and a fundamental understanding of and ability to use social science principles, methods, and techniques. College education may be substituted for some of the experience requirements.

6. Where to Obtain Additional Information	7. Send Application (DL Form 1-231 or SF 171), DL Form 1-83 and, if available a copy of your current performance report to:
Mrs. Joan Dobbins (202) 376-6078	U.S. Department of Labor Manpower Administration Office of Personnel 601 D Street, N.W. Room 3102 Washington, D.C. 20213

8. Location of Position: Manpower Administration, Office of the Assistant Secretary for Manpower, National Occupational Information Service, Technical Assistance, Training and Evaluation Group, Washington, D.C.

9. Position Title, Grade, and Announcement Number (MAPO 74-57)	10. Closing Date
Social Science Research Analyst, CS-101-13	08-12-74

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1.			
2.			
3. Knowledge of and experience in research project monitoring and evaluation.	X		
4.			
B. Person-to-Person Relationships, including Leadership			
1. Ability to work with individuals and groups.		X	
2.			
3.			
4.			
C. Ability to Plan & Organize			
1. Ability to work independently with a minimum of supervision and to establish and meet work deadlines.	X		
2.			
3.			>
4.			
D. Communication Skills			
1. Ability to express ideas and concepts concisely and effectively both orally and in writing.		X	
2.			
3.			

12. Relative Importance of the Evaluation Factors. (The combination of "High", "Medium" and "Low" ratings on the above factors will be considered "Highly Qualified" or alternative skill mixes that may constitute "Highly Qualified".)

High in A1, and either A3 or C1; no lower than medium in other factors.

13. Rating and Selection. Rating and selection will be based on the quality of the candidate's background appropriate to this position, including the quality of his overall performance as indicated by his ability to accomplish assignments and the extent to which he has demonstrated the knowledges, skills, and abilities listed above.

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LABOR/LOCAL 12 BARGAINING UNIT

1. Title and Series (If any)	2. Organization	3. Closing Date
Program Analyst GS-345-11/12/13 (2 Positions)	Washington, D.C.	08-12-74

4. Principal Work Assignments

As "management liaison specialist" in the National Occupational Information Service grant program:

a. Provides technical assistance to grantees located in one or more states and territories in matters related to the administration of grants.

b. Maintains liaison between grantees and NOIS for the purpose of providing assistance and advice in program matters.

c. Collects and analyzes information to assist grantees in solving management problems and to assess what standards and practices are desirable.

d. May act as team member for the purpose of performing assignments relating to the National Occupational Information Service Grant, and evaluation of grant administration.

e.

f.

5. Minimum Qualification Requirements

One year of progressively responsible professional experience in performing analyses, evaluations or other substantive determinations with regard to current or projected training programs. One year of this experience must have been at the GS-9 level to qualify for GS-11; at the GS-11 level to qualify for GS-12; or at the GS-12 level to qualify for GS-13. In addition, three years of general experience are required in substantive, professional technical or other responsible work. College education may be substituted for the general experience.

Must be willing to travel up to 25% of the time.

6. Where to Obtain Additional Information	7. Send Application (DL Form 1-231 or SF 171), DL Form 1-83 and, if available a copy of your current performance report to:
Mrs. Joan Collins (202) 376-6078	U.S. Department of Labor Manpower Administration 601 D Street, N.W. Room 3102 Washington, D.C. 20213

8. Location of Position

Manpower Administration, Office of the Assistant Secretary for Manpower, National Occupational Information Service, Grants Group, Washington, D.C.

9. Position Title, Grade, and Announcement Number (MAPO 74-56)	10. Closing Date
Program Analyst GS-345-11/12/13 (2 Positions)	08-12-74

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	H	M	L
A. [illegible] of Knowledge and Skills			
1. [illegible] of [illegible] of occupational information.	X		
2. Knowledge of occupational information career guidance [illegible].	X		
3. Knowledge of career guidance counseling practices.	X		
4. [illegible] in training.	X		
5. [illegible] in project management or monitoring.	X		
B. [illegible] Human Relationships, Including Leadership			
1. Ability to work effectively with occupational information staff and others in various states who need program assistance.	X		
2. Work closely with other members of the National Occupational Information Service staff to achieve grant program goals.	X		
3. Supervisory or management ability.	X		
4.			
C. Ability to Plan & Organize			
1. Ability to help grantees plan managerial and program goals.	X		
2.			
3.			
4.			
D. Communication Skills			
1. Oral communication.	X		
2. Technical writing skills.		X	
3.			

12. Relative Importance of the Evaluation Factors. (The combination of "High", "Medium" and "Low" ratings on the above evaluation factors that will be considered "Highly Qualified" or alternative skill mixes that may constitute "Highly Qualified".)
For GS-11 and 12, High in A1 or A2; For GS-13, High in A1 or A2, A5, and B-3; no lower than medium in other factors.

13. Rating and Selection. Rating and selection will be based on the quality of the candidate's background appropriate to this position, including the quality of his overall performance as indicated by his ability to accomplish assignments and the extent to which he has demonstrated the knowledges, skills, and abilities listed above.